



OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

General Position Information

Job Title: NCTC Technical Evaluation Program Manager

Position Number: 23131

Position Grade: GS-15

Salary Range: \$122,530 - \$172,500 (not applicable for detailees)

Vacancy Open Period: 5/13/2021 - 6/2/2021

Position Type: Cadre, Detailee

Who May Apply: Internal and External Candidates, Detailees

Division: NCTC/DII

Duty Location: McLean, Virginia

Security Clearance: TS/SCI with CI Polygraph

Travel Required: 0-25% Travel

Relocation Expenses: For new ODNI employees, reimbursement for relocation is discretionary based on availability of funds.

Job Interview Travel: Candidates from outside the Washington, D.C., area may be selected for a telephone, teleconference, or in-person interview. If selected for an in-person interview, any travel or lodging will be at the applicant's personal expense.

Position Information

***** THIS IS A STAFF RESERVE TERM-LIMITED POSITION*****

Staff Reserve is a time-limited appointment of one year, with a possible renewal of up to one year not to exceed a cumulative total of two years of service. Staff Reserve only applies to GS-15 hire.

This is an opportunity for:

- An internal or external candidates to fill a GS-15 cadre position or up to one grade below.
- A Federal Government employee to serve on a two-year reimbursable detail assignment in the ODNI. The detail assignment may be extended an additional year if all parties agree.

Who May Apply

Current GS employees at the same grade or up to one grade below may apply.

Former members of the Peace Corps may be considered for ODNI employment only if five full years have elapsed since separation from the Peace Corps.



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- For a cadre assignment:
 - Current ODNI permanent cadre.
 - Candidates outside the Federal Government.

*******Staff Reserve only applies to GS-15 hire.*******

- For a detailee assignment:
 - Current Federal Government employees. (Current GS employees at the same grade or up to one grade below may apply.)

Salary Determination

- The ODNI uses a rank-in-person system in which rank is attached to the individual.
- A selected ODNI candidate or other Federal Government candidate will be assigned to the position at the employee's current GS grade and salary.
- For a selected non-Federal Government candidate, salary will be established within the salary range listed above, based on education and experience.

Component Mission:

The National Counterterrorism Center (NCTC) leads our nation's effort to combat terrorism at home and abroad by analyzing the threat, sharing that information with our partners, and integrating all instruments of national power to ensure unity of effort. The Center serves as the primary organization in the United States Government (USG) for analyzing and integrating all intelligence possessed or acquired by the USG pertaining to terrorism and counterterrorism, and its Director serves as the Counterterrorism Mission Manager. NCTC also serves as the central and shared knowledge bank on known and suspected terrorists and international terrorist groups, as well as their goals, strategies, capabilities, and networks of contacts and support. In addition, NCTC conducts strategic operational planning for counterterrorism activities, coordinating and integrating the efforts of departments and agencies across the Federal Government.

Major Duties and Responsibilities:

The National Counterterrorism Center's Directorate of Intelligence (NCTC/DI) is seeking a Science, Technology, and Weapons Analyst with strong technical testing experience, analytic tradecraft, program management, and interpersonal skills to help oversee and drive NCTC's Technical Evaluation Program (NTEP), enabling the Center to better meet its mission of analyzing technical threats from international terrorist actors. The selected officer will report to the Directorate's Front Office and will work with NCTC/DI's CBRN Counterterrorism Group (CCTG) and to oversee the planning, management, and coordination of NTEP, the Center's testing program focused on CBRNE and conventional terrorist threats. This includes the development of an annual technically-focused analytic research plan, engagement efforts with the technical analytic and testing community to maximize collaboration and minimize duplication, mentorship with analysts to develop timely and valid testing proposals, and the production of an annual NTEP budget proposal.

Lead the planning, management, and coordination of NTEP. Prepare an analytic research plan at the beginning of each year that anticipates customer needs, update the plan quarterly, and track its progress with the Directorate's Front Office and senior managers. Submit draft test proposals for review that are clear, concise, logically organized, require minimal revision, and are grounded in terrorism-related intelligence. Manage administrative, facility, and resource issues to action



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approved test proposals and implement them effectively. Cultivate, and maintain productive working relationships with colleagues, experts, IC members, policy committees, and law enforcement agencies as appropriate and use these relationships to share information of interest; attend internal and external training, seminars, or conferences on broad or more strategic subject areas. Utilize excellent communication skills, including ability to exert influence with senior leadership and communicate effectively with people at all levels, both internal and external to the organization, to give oral presentations and to otherwise represent the NCTC, as needed, in interagency meetings. Develop an in-depth understanding of NTEP's key partners and meet with them regularly to maintain valuable relationships and pursue opportunities for collaboration in testing and analytic production. Prepare a program budget that ties testing, training, and travel to the NTEP Research Plan. Maintain the NTEP workshop at Intelligence Community Campus – Bethesda.

Mandatory Requirements:

Demonstrated experience and substantive expertise on technical testing issues, including both conventional and CBRNE terrorism threats, and effectively working with policy makers, law enforcement organizations, warfighters, and state and local officials to gain deep understanding of their intelligence/analytic requirements and priorities related to terrorism.

Demonstrated ability to work effectively across organizational lines—often under tight deadlines—to synthesize and produce test proposals and resulting finished intelligence products. This requires excellent interpersonal, organizational, and leadership skills to conceptualize test proposals and effectively action testing plans. Successful track record of expertise and experience in analytic tradecraft, technical analysis and testing, understanding IC capabilities and priorities, and working across the community to address customer needs.

Desired:

- Level 1 COTR certification
- Level 1 Project Management Professional certification (DAU/PMP) **Key Requirements and How to Apply**

Internal ODNI Cadre Candidates must submit an application through the classified [JobsDNI](#) website.

For current employees who do not currently have access to internal systems, applications should be sent to either DNI-HR-HRM-TEAMC-Mailbox@cia.ic.gov (classified email system) or Recruitment_TeamC@dni.gov (unclassified email system).

Applicants experiencing technical issues may submit their application via email to either email system.

All attachments should be in Microsoft Word or Adobe PDF format.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI//TK//NOFORN level.

External Candidates:

Key Requirements:

- U.S. Citizenship.
- Successful completion of CI polygraph and background investigation.
- Successful completion of an ODNI medical screening.
- A two-year trial period is required for all new permanent appointments to the ODNI.



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A complete application must include:

- a. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- b. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required in the cover letter if the applicant is unable to provide the two most recent evaluations.
- c. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- d. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.
- e. **SF-50:** Current or former Federal Government employees must provide an SF-50, "Notification of Personnel Action," to verify current federal status, position, title, grade, and organization of record.
- f. **APPLICANTS CURRENTLY EMPLOYED BY A COMPETITIVE SERVICE AGENCY:** Must provide a written statement that they understand that, if selected for a position with ODNI, they are leaving the competitive service voluntarily to accept an appointment in the excepted service.

WHERE TO SUBMIT: *External Candidates must submit an application through the www.intelligencecareers.gov.* All attachments should be in Microsoft Word or Adobe PDF format and uploaded to [YELLO](#).

CURRENT FEDERAL EMPLOYEES APPLYING FOR A DETAIL ASSIGNMENT:

Applicants from federal agencies within the Intelligence Community (IC) may be considered for this position as a reimbursable detailee, if endorsed by the employing agency. Applicants must have current TS/SCI clearances with polygraph or have the ability to obtain one. The ODNI does not conduct polygraphs or provide security clearances for detailees. ***Applicants from within the IC must submit an application through the classified IC Joint Duty Program website.***

Applicants from federal agencies outside the IC must provide:

- a. **WRITTEN ENDORSEMENT** from the employing agency concurring with the detail.
- b. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- c. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required in the cover letter if the applicant is unable to provide the two most recent evaluations.



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- d. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- e. **CURRENT SF-50:** Federal Government employees must provide an SF-50, "Notification of Personnel Action" to verify current federal status, position, title, grade, and organization of record. Please disregard if you are not a Federal Government employee.
- f. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.

WHERE TO SUBMIT: For current employees who do not currently have access to internal systems, applications should be sent to either DNI-HR-HRM-TEAMC-Mailbox@cia.ic.gov (classified email system) or Recruitment_TeamC@dni.gov (unclassified email system).

Applicants experiencing technical issues may submit their application via email to either email system.

All attachments should be in Microsoft Word or Adobe PDF format.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI//TK//NOFORN level.

All Applicants:

APPLICATION PACKAGES MUST CONTAIN ALL ITEMS LISTED ABOVE. AN INCOMPLETE APPLICATION PACKAGE WILL BE INELIGIBLE FOR CONSIDERATION.

Your application MUST be received by midnight on the closing date of this announcement. Applications received after the closing date will NOT be eligible for consideration.

To verify receipt of your application package ONLY, you may call 703-275-3955.

What to Expect Next

The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this announcement. Due to the large number of applications received, applicants will be contacted ONLY if they have been selected for an interview.

Agency Contact Information

ODNI Recruitment; Phone: 703-275-3955; Email: Recruitment_TeamC@dni.gov

Other Information

The ODNI is an excepted service agency, therefore because this position is in the excepted service, it may not be filled by competitive appointment, and acceptance of the proposed appointment will take applicants in competitive service positions outside the competitive service while occupying the excepted service position.

The ODNI offers a broad array of benefits programs and family friendly flexibilities for ODNI cadre.



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- Federal Employees Health Benefits Program: <http://www.opm.gov/insure/health/index.asp>
- Life Insurance: <http://www.opm.gov/insure/life/index.asp>
- Long-Term Care Insurance: <http://www.ltcfeds.com>
- Federal Employees Retirement SYSTEM (FERS) (new employees automatically covered):
<http://www.opm.gov/retire/index.asp> If you are transferring from another agency and covered by the Civil Service Retirement System (CSRS), you may continue in that system.
- Annual and Sick Leave: <http://www.opm.gov/oca/leave/index.asp>
- Flexible Spending Accounts for Health Care and Dependent Care: <http://www.fsafeds.com/fsafeds/index.asp>
- Paid Federal Holidays
- Alternative Work Schedules

The ODNI is an equal opportunity employer and abides by applicable employment laws and regulations.

REASONABLE ACCOMMODATIONS FOR PERSONS WITH DISABILITIES: The ODNI provides reasonable accommodations to otherwise qualified applicants with disabilities. IF YOU NEED A REASONABLE ACCOMMODATION for any part of the application and hiring process, please notify the Intelligence Community Equal Employment Opportunity and Diversity Office Representative by classified email at DNI_Reasonable_Accommodation_WMA@cia.ic.gov and DNI_Diversity_WMA@cia.ic.gov, by unclassified email at DNI_DRA@dni.gov, by telephone at 703-275-3900 or by FAX at 703-275-1217 . Your request for reasonable accommodation will be addressed on a case-by-case basis. **PLEASE DO NOT SUBMIT YOUR APPLICATION TO THE EEOD EMAIL ADDRESS. THIS EMAIL IS FOR REASONABLE ACCOMMODATION REQUESTS ONLY. PLEASE SUBMIT YOUR APPLICATION VIA THE EMAIL ADDRESS PROVIDED IN THE 'HOW TO APPLY' SECTION ABOVE.**